

## Appendix 25 – DEC Board of Directors



### North Dakota District Export Council Board of Directors

Neil Whittey - ND DEC Chairman  
Chief Executive Officer, LAS  
International Inc.  
Bismarck, N.D.  
(701) 222-8331

Tom Shorma- Vice Chairman  
President, WCCO Belting  
Wahpeton, N.D.  
(701) 642-8787

Heather Ranck - Secretary  
International Trade Specialist, U.S.  
Commercial Service  
Fargo, N.D.  
(701) 239-5080

Cherie Harms  
Development Director, N. D. Trade Office  
Bismarck, N.D.  
(701) 255-2841

Carl Peterson  
President, Peterson Farms Seed  
Harwood, N.D.  
(701) 282-7476

John F. Mittleider  
Energy and Agriculture Manager  
North Dakota Dept. of Commerce  
Bismarck, N.D.  
(701) 328-5386

Chris Harris  
President, CH Trade  
Fargo, N.D.  
(701) 235-4505

Terry R. Kraft  
Dir. of Operations, Swanson Health  
Products  
West Fargo, N.D.  
(701) 356-2885

Jim Sweeney  
Vice President, Weather Modification, Inc.  
Fargo, N.D.  
(701) 235-5500

Ronald Disrud  
Engineer, Arrow Tech Inc.  
Rolla, N.D.  
(701) 550-9186

Ralf Mehnert-Mehland  
Senior Manager, SAP America Inc.  
Moorhead, Minn.  
(218) 233-4689

## Appendix 26 – Trade Office Advisory Board Members

# North Dakota TRADE OFFICE

### Advisory Board Members

#### Chairman

Lt. Governor Jack Dalrymple  
North Dakota State Capitol  
Bismarck ND 58503

#### Vice Chairman

Representative Rick Berg  
Goldmark-Schlossman Commercial Real Estate Services  
Fargo, ND 58102

#### Secretary Treasurer

Jon Rustvang  
UPS Sales Manager, Prairie Mountain District  
Fargo, ND 58102

Shane Goettle  
Commissioner  
North Dakota Department of Commerce  
Bismarck, N.D.

Neil Whittey  
Chairman, North Dakota District Export  
LAS International  
Bismarck, ND 58503

Les Knudson  
President, Superior Grain  
HC2, Box 130

Howard Dahl  
President, Amity Technology  
Fargo, ND 58102

Bob Sinner  
President, SB&B Foods  
Casselton, ND 58012-0549

Asmah Tareen  
Attorney, Fredrikson & Byron, P.A.  
Minneapolis, Minn., 55402-1425

Roger Johnson  
Commissioner  
North Dakota Department of Agriculture  
Bismarck

## Appendix 27 – Global Business Conference Agenda

# Global Business Connections



## Global Conference Agenda March 22 and March 23

Wednesday, March 21, 2007

7:00 pm - 10:00 pm Exhibitor Move In

Thursday, March 22, 2007

7:00 am - 7:00 pm Registration

Lobby

7:00 am - 8:00 am Exhibitor Set Up

Crystal II & III

8:00 am - 9:30 am **Brahms**

**Introduction to Exporting**

- District Export Council Board of Directors
  - Justin Schiele – Trade Office and Center for Innovation
- Special class for those new to exporting

8:00 am - 9:30 am **Bach**

**Intermodal Transportation Strategy**

- Rick Wen – Orient Overseas Container Line (USA) Inc., Vice President of Business Development and Public Affairs;
- Mark Berndt – Wilbur Smith Associate, Midwest Regional Freight Planning Manager

8:00 am - 9:45 am Exhibit Area Open/Registration

Crystal II & III

10:00 am - 12:00 noon **Global Economy and its Meaning to North Dakota**

General Session with Chamber guests  
Crystal I

**Global Economy and its Meaning to North Dakota**

- Forbes Magazine Publisher Rich Karlgaard
  - Governor John Hoeven / North Dakota Trade Office Awards: Exporter of the Year and International Business Resource Award
- Introduction of Dignitaries

12 noon - 1:30 pm Lunch – International Cuisine Stations in Exhibit Area

Exhibit area

1:30 pm - 2:10 pm **Crystal I**

Break out sessions

**Managing Global Business From North Dakota**

- Forbes Magazine Publisher Rich Karlgaard
- Anthony Lynch – Goodrich
- Jim Carlson – PRACS
- Mary Joyce – U.S. Commercial Service
- Richard Pedtke – Bobcat

**Bach**

**Protecting Your Intellectual Property at Home and Abroad**

Asmah Tareen and Tom McMasters  
Fredrikson & Byron law firm

**Brahms**

**Export Shipping and Documentation 101**

Cathy Spencer –  
Manager of Northern Plains  
Commerce Centre

2:20 pm - 3:00 pm **Crystal I**

Break out sessions

**Managing Global Business From North Dakota**

- Forbes Magazine Publisher Rich Karlgaard
- Anthony Lynch – Goodrich
- Jim Carlson – PRACS
- Mary Joyce – U.S. Commercial Service
- Richard Pedtke – Bobcat

**Protecting Your Intellectual Property at Home and Abroad**

Asmah Tareen and Tom McMasters  
Fredrikson & Byron law firm

**Export Shipping and Documentation 101**

Cathy Spencer –  
Manager of Northern Plains  
Commerce Centre

3:00 pm - 3:40 pm Break – Exhibit Area

Exhibit area

3:40 pm - 4:20 pm **Crystal I**

Breakout sessions

**Results Driven Trade Missions**

- James Burgum – Trade Office
- Stacy Anthony – Brandt Holdings Company
- Tom Shorma – WCCO Belting
- Bob Sinner – SB&B

**Bach**

**From Prairie to Port**

- Vincent Sullivan – Midwest Sales Manager, Port of Tacoma
- Jeanne G. Heilman – Midwest Area Manager, Virginia Port Authority
- Jay Knutson – Orient Overseas Container Line (USA) Inc.

**Brahms**

**Building Worldwide Agricultural Machinery Markets**

Padraic Sweeney –  
U.S. Commercial Service Agricultural  
Equipment Specialist

4:30 pm - 5:10 pm **Crystal I**

Breakout sessions

**Results Driven Trade Missions**

- James Burgum – Trade Office
- Stacy Anthony – Brandt Holdings Company
- Tom Shorma – WCCO Belting
- Bob Sinner – SB&B

**From Prairie to Port**

- Vincent Sullivan – Midwest Sales Manager, Port of Tacoma
- Jeanne G. Heilman – Midwest Area Manager, Virginia Port Authority
- Jay Knutson – Orient Overseas Container Line (USA) Inc.

**Ukraine: International Trade Opportunities in Agriculture**

Dr. Yuriy Luzan –  
Deputy Minister of Agricultural Policy  
Ukraine

5:00 pm - 7:30 pm Reception • Entertainment by Dave Ferreira Quartet • Door Prizes

Exhibit area



Friday, March 23, 2007

7:30 am - 9:00 am  
Exhibit area

Breakfast sponsored by **Microsoft**

Registration  
7:30 am - 12:30 pm

9:30 am - 12:00 pm  
Crystal II & III

Exhibitor Tear Down

**Bach**  
**Geared Up Manufacturing**  
Dan Halverson –  
The Manufacturing Extension Partnership –  
*How to Ready Your Manufacturing Process for Export Expansion*

**Brahms**  
**Export Finance Options: Fitting Pieces of the Puzzle Together**  
• Robert W. Pelka – Wells Fargo Trade Bank Vice President  
• Michael Howard – U.S. Export-Import Bank Midwest Regional Director for Business Development  
• Deborah Moronese – Overseas Private Investment Corporation Insurance Officer – Small Business Center  
• Curt Hanson – Principal for Trade Acceptance Group

**Mozart**  
**Success in Eastern Europe**  
Irayna Ivanchyk –  
Dmytro Shvets –  
East Partners, Kiev Ukraine

9:00 am - 9:40 am  
Breakout sessions

9:50 am - 10:30 am  
Breakout sessions

**International Joint Venture Options**  
• Paul Chen-Fu Wang – Taiwan Economic and Cultural Office, Chicago  
• Marcus Keller – Invest Australia  
• Steve Dickinson – Fredrikson & Byron law firm

**Export Finance Options: Fitting Pieces of the Puzzle Together**  
• Robert W. Pelka – Wells Fargo Trade Bank Vice President  
• Michael Howard – U.S. Export-Import Bank Midwest Regional Director for Business Development  
• Deborah Moronese – Overseas Private Investment Corporation Insurance Officer – Small Business Center  
• Curt Hanson – Principal for Trade Acceptance Group

**Agricultural Export Opportunities in Asia**  
LaVerne Brabant –  
Foreign Agricultural Service Trade Officer

10:30 am - 10:45 am  
Break Lobby

10:45 am - 11:25 am

**Bach**  
**Canada: Best Export Opportunities**  
• Crystal Roberts – U.S. Commercial Service Specialist  
• Rick Savone – Consul and Senior Trade Commissioner Consulate General of Canada, Minneapolis

**Brahms**  
**Cross-Cultural Negotiations**  
Anthony Lynch – Goodrich Director of Airlines & Aftermarket Services Association Director

**Mozart**  
**Effective International Contracts**  
Steve Dickinson –  
Fredrikson & Byron law firm

11:35 am - 12:15 pm

**Germany: Best Export Opportunities**  
Moritz Holst –  
German Trade Specialist  
U.S. Commercial Service

**Cross-Cultural Negotiations**  
Anthony Lynch – Goodrich Director of Airlines & Aftermarket Services

**Effective International Contracts**  
Steve Dickinson –  
Fredrikson & Byron law firm

12:30 pm - 1:45 pm  
Crystal I

Lunch with Lt. Gov. Jack Dalrymple and Colleen Litkenhaus Deputy Assistant Secretary for Domestic Operations for the US & Foreign Commercial Service U.S. Commercial Service Commercial Award and Small Business Administration Award Presentations

2:00 pm - 3:00 pm  
General Session  
Crystal I

**Building a Successful Global Business:**  
Microsoft Corporation Senior Vice President Doug Burgum will discuss the experience of building a global business on the plains.

3:00 pm - 5:00 pm  
Crystal II & III

Exhibitor Move Out

3:15 pm - 4:45 pm  
Bach

One-On-One Meetings with officials from: EX-IM Bank, OPIC, MEP, Canada, U.S. Commercial Service

3:15 pm - 4:30 pm  
Brahms

Joint Trade Office and District Export Council Meeting

4:40 pm - 5:30 pm  
Sonata I & II

North Dakota Trade Office board meeting, North Dakota District Export board meeting

**Fredrikson**  
& BYRON, P.A.

Center for Innovation  
**STARK**  
DEVELOPMENT CORPORATION

**WELLS FARGO**

The Next Stage

**BREMER**  
BANKING • INVESTMENTS • TRUST • INSURANCE  
TAKING ACTION

## Appendix 28 – Global Business Conference Survey Results

Survey Totals and Comments									
Very Dissatisfied	Dissatisfied	No Opinion	Satisfied	Very Satisfied	Number of responses				
How satisfied were you with the conference materials provided?	2 2.50%	0	2 2.50%	35 43.75%	41 51.25%	80			
Overall, how satisfied were you with the speaker/s/presenters?	1 1.23%	2 2.47%	0	26 32.10%	52 64.20%	81			
Overall, how satisfied were you with the conference facilities	3 3.71%	1 1.23%	0	24 29.63%	53 65.43%	81			
How satisfied were you with the registration process?	2 2.47%	2 2.47%	1 1.23%	29 35.80%	47 58.02%	81			
<b>How many sessions did you attend?</b>									
0 to 1	2 to 5	6 to 10	11 to 15	16 to 20	Number of responses				
4 5.06%	46 58.23%	24 30.38%	5 6.33%	0	79				
<b>Did you feel the length of conference sessions were too long, just about right, or too short?</b>									
Too Long	Just about right	Too Short	Number of responses						
0	69 86.25%	11 13.75%	80						
<b>Would you attend the North Dakota Trade office's next global conference?</b>									
Yes		No		Don't know		Number of responses			
74 91.36%	1 1.23%	6 7.41%	81						
<b>Would you recommend this conference to others?</b>									
81 100%	0	0	81						

	Much Better	Somewhat Better	Similar	Worse	Number of responses	
How would you rate this conference compared to other conferences of this type that you have attended?	21 25.93%	38 46.91%	22 27.17%	0 0		81
The content of conference sessions was appropriate and informative.	1 1.28%	1 1.28%	1 1.28%	47 60.26%	28 35.90%	78
The conference was well organized.	0 0	0 0	0 0	24 30.00%	56 70.00%	80
Conference staff was helpful and courteous.	0 0	0 0	0 0	23 28.75%	57 71.25%	80
	Strongly Disagree	Disagree	No Opinion	Agree	Completely Agree	Number of responses

**Appendix 29 – SF 424A Budget Information**

**BUDGET INFORMATION - Non-Construction Programs**

OMB INFORMATION COLLECTION

<b>SECTION A - BUDGET SUMMARY</b>						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. <i>MDCP</i>	<i>11.112</i>			<i>128,898</i>	<i>262,598</i>	<i>391,496</i>
2.						
3.						
4.						
5. Totals				<i>128,898</i>	<i>262,598</i>	<i>391,496</i>
<b>SECTION B - BUDGET CATEGORIES</b>						
Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total
	(1)	(2)	(3)	(4)	(5)	
a. Personnel			<i>41,850</i>	<i>41,850</i>	<i>83,700</i>	
b. Fringe Benefits			<i>0</i>	<i>0</i>	<i>0</i>	
c. Travel			<i>15,448</i>	<i>63,448</i>	<i>78,896</i>	
d. Equipment			<i>2,000</i>	<i>2,000</i>	<i>4,000</i>	
e. Supplies			<i>5,600</i>	<i>13,100</i>	<i>18,700</i>	
f. Contractual			<i>64,000</i>	<i>103,200</i>	<i>167,200</i>	
g. Construction						
h. Other			<i>0</i>	<i>39,000</i>	<i>39,000</i>	
i. Total Direct Charges (sum of 6a-6h)			<i>128,898</i>	<i>262,598</i>	<i>391,496</i>	
j. Indirect Charges				<i>0</i>	<i>0</i>	
k. TOTALS (sum of 6i and 6j)			<i>128,898</i>	<i>262,598</i>	<i>391,496</i>	
7. Program Income (included in 6a-6k)				<i>83,500</i>	<i>83,500</i>	

U:\717\1\ 10:14 AM  
Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. <i>MDCP</i> (Line 7 is included in line 8(b).)	<i>212,398</i>	<i>0</i>	<i>50,200</i>	<i>262,598</i>	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	<i>212,398</i>	<i>0</i>	<i>50,200</i>	<i>262,598</i>	
SECTION D - FORECASTED CASH NEEDS					
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
13. Federal					
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)					
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. <i>MDCP</i>	<i>19,374</i>	<i>55,687</i>	<i>53,837</i>		
17.					
18.					
19.					
20.					
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	22. Indirect Charges:	Rate applied to direct charges:		<i>0.00%</i>	
23. Remarks:					



## Appendix 31 – Personnel Expenses

### Personnel Expenses Breakdown and Projected Funding Sources

Org.	Position	Project Work Description	% of time a	Ann Sal. b	Allocated Salary c=a*b	Ann. Increase d	Part Yr. Adjust e	1st Year					2nd Year					3rd Year											
								Non-Fed Share					Non-Fed Share					Non-Fed Share											
								Fed Share	Pgm Inc	Cash	Other	In-Kind	Fed Share	Pgm Inc	Cash	Other	In-Kind	Fed Share	Pgm Inc	Cash	Other	In-Kind							
	Act: Manager		30%	40,000	12,000			6,000	1,000	6,000	0	0	0	0	0	6,000	1,000	6,000	0	0	0	0	0	0	0	0	0	0	
	Events Coordinator		5%	40,000	2,000			1,000	1,000	1,000	0	0	0	0	0	1,000	1,000	1,000	0	0	0	0	0	0	0	0	0	0	
	Communications		15%	50,000	7,500			3,750	3,750	3,750	0	0	0	0	0	3,750	3,750	3,750	0	0	0	0	0	0	0	0	0	0	
	Trade Office																												
	Executive Development		5%	80,000	4,000			2,000	2,000	2,000	0	0	0	0	0	2,000	2,000	2,000	0	0	0	0	0	0	0	0	0	0	0
	Director		4%	60,000	2,400			1,200	1,200	1,200	0	0	0	0	0	1,200	1,200	1,200	0	0	0	0	0	0	0	0	0	0	0
								0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Subtotal</b>			<b>270,000</b>	<b>27,900</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,950</b>	<b>13,950</b>	<b>13,950</b>	<b>0</b>	<b>0</b>									
	<b>Total</b>			<b>270,000</b>	<b>27,900</b>			<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>
	<b>Domestic</b>			<b>270,000</b>	<b>27,900</b>			<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>	<b>13,950</b>	<b>0</b>
	<b>International</b>			<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Appendix 32 – Worksheet prepared by grant applicant

	Frequency	Cost	Total	Oct-07 Year 1	Oct-08 Year 2	Oct-09 Year 3	3 year Total	NDTO/Fed Cash	Fee to NDTO	In-kind	
<b>Travel- Ukraine</b>											
Project director	5	2,000	10,000	2,000	4,000	4,000	10,000	10,000			
Communications	2	2,000	4,000		2,000	2,000	4,000	4,000			
TO Director	2	2,000	4,000	2,000	2,000		4,000	4,000			
Mentors	24	2,000	48,000		24,000	24,000	48,000		48,000		
Speaker Travel	4	2,000	8,000		4,000	4,000	8,000	8,000		NDSCS	
<b>Total International Travel</b>			<b>74,000</b>								
<b>U. S. to D.C.</b>											
Project director	3	600	1,800	600	600	600	1,800	1,800			
Director	3	600	1,800	600	600	600	1,800	1,800			
<b>In State</b>											
Project director	4	3,600	1,296	648	324	324	1,296	1,296			
<b>Total Domestic Travel</b>			<b>4,896</b>								
<b>EQUIPMENT</b>											
computer/internet connections (for sales rep in Ukraine)			<b>4,000</b>		3,000	1,000	4,000	4,000			
<b>SUPPLIES</b>											
Marketing expense for each Field Day - ( 3000 for translated logo - invitations- signage-sales materials)			15,000	3,000	6,000	6,000	15,000	7,500	7,500		
Food			3,300		1,500	1,800	3,300	3,300			
Reception/educational rooms			400		200	200	400	400			
<b>Total Supplies</b>			<b>18,700</b>								
<b>CONTRACTUAL</b>											
Sales person	2 YEARS		120,000		60,000	60,000	120,000	120,000		24,000 NAUU	
Office space and supplies	1000/MONTH		24,000		12,000	12,000	24,000				
Gold Keys - USCS			12,000	6,000	3,000	3,000	12,000	6,000	6,000		
Speaker Prep & Time	1,800	4	7,200	1,800	3,600	1,800	7,200			7,200 NDSCS DSU	
Translators per day	500	8	4,000	1,000	1,500	1,500	4,000	2,000		2,000 NAUU DSU	
<b>Total Contractual</b>			<b>167,200</b>								
<b>OTHER</b>											
Partial shipping estimate	4	5,500	22,000		11,000	11,000	22,000		22,000		
Warehouse 3 months per yr	6	2,000	12,000		6,000	6,000	12,000			12,000 NAUU	
Event arrangements	2	2,500	5,000		2,500	2,500	5,000			5,000 NAUU	
<b>Total other</b>			<b>39,000</b>								
<b>Personnel</b>			<b>83,700</b>	<b>27,900</b>	<b>27,900</b>	<b>27,900</b>	<b>83,700</b>	<b>83,700</b>			
<b>Project Total</b>			<b>391,496</b>	<b>45,548</b>	<b>175,724</b>	<b>170,224</b>	<b>391,496</b>	<b>257,796</b> divided by 2 128,898	<b>83,500</b>	<b>50,200</b>	<b>391,496</b>